

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held virtually on Thursday, November 12, 2020.

Present: Michael Conley-Kuhagen; Supervisor Lindsay Dorff; Kathryn Dykes; Craig Huxford; Laura McCoy, Vice Chair

Excused: Supervisor Tom Lund, Chair; Supervisor Randy Schultz

Also Present: Erik Pritzl; Executive Director
Samantha Behling; Hospital & Nursing Home Administrator
Jenny Hoffman; Community Services Administrator
Eric Johnson; Finance Manager
Cathy Foss; Office Manager

1. **Call Meeting to Order**
The meeting was called to order by Vice Chair McCoy at 6:05 pm.
2. **Approve / Modify Agenda**
HUXFORD / CONLEY-KUHAGEN moved to approve the November 12, 2020 agenda.
The motion passed without a negative vote.
3. **Approve Minutes of September 10, 2020 Human Services Board Meeting**
DORFF / CONLEY-KUHAGEN moved to approve the minutes dated September 10, 2020. The motion passed without a negative vote.
4. **Public Comment**
No members of the public attended virtually.
5. **Executive Director's Report**
Executive Director Erik Pritzl provided an overview of his November report.

General Updates

Crisis center addition is on track; trusses and walls are up, with interior construction happening as well. It is impacting the interior operations of CTC as far as closures and flows. Construction is slated to be completed in April 2021 with June 2021 being open for operations.

Client services continue to be offered virtually and by appointment only in our buildings; our staff continues to go into the community to provide services as well. Public access will be given to Sophie Beaumont on Monday, November 16; allowing the public to wait inside, out of the elements. The number of unscheduled visits to the building is currently low; however, we will monitor.

We are working with additional jurisdictions regarding the 2021 officer/clinician position – Ashwaubenon, DePere, and Brown County Sheriff's office – as we want to get these services out farther in the community/county. We will continue working with the city of Green Bay.

Secure Residential Care Center for Children and Youth (SRCCCY)

We had a phone call with the Department of Corrections regarding the grant agreement and contract documents.

2021 Budget

Initiatives

These largely remained the same as those within the Draft Budget brought before this Board; there were some small changes the County Executive wanted to bring forward, so these were added.

Position Additions

There is a summary of the position additions approved in the 2021 budget included in the Agenda Packet.

Other Changes

The HHS 2021 Budget was amended to add \$112,000 for the Teen Parenting Program. We will put out a Request for Proposals (RFP) in the first quarter of 2021.

HUXFORD / CONLEY-KUHAGEN moved to receive and place on file the Executive Director's Report for November 2020. Motion carried without a negative vote.

6. CTC Administrator Report including NPC Monthly Report

Samantha Behling, Hospital & Nursing Home Administrator, highlighted items from her report.

COVID-19 Activity

Our CTC campus remains Covid free within our consumers for the duration of the pandemic; however there has been activity among our staff. We are seeing an uptick in healthcare workers being positive across the board. 70% of long-term facilities are in outbreak status in the Wisconsin. Healthcare workers must be excluded from work when they have been exposed, and this has exacerbated the long-term care staffing crisis.

Position Recruitment, Retention and Turnover

Nursing and food-service positions that are part-time (e.g. every other weekend) have numerous vacancies and are extremely hard to fill. We looked at these high turnover positions and shifted funds within our budget – overtime and agency fees – and we have created a specialty pay. We are incentivizing part-time positions that are non-benefit – no vacation, no healthcare, etc. We will advertise the rates to incentivize people to apply. By having these positions filled by Brown County employees, we will have co-workers who understand our policies, instead of having agency staff.

HUXFORD: Excellent way to resolve the issues.

There have been positions vacant since 2016 that we are hoping this incentivized pay will help fill.

Regulatory Concerns

There were none in October.

Hospital Grievances

A grievance was expressed by a psychiatric hospital consumer, and after review by the Grievance Committee, it was not validated.

Basic Medical Screening Procedures, Crisis Center Addition

A workgroup continues to evaluate onsite laboratory capabilities under CLIA waiver. That would assist with "point of care" testing. The Crisis Center construction is moving indoors requiring staff to empty offices for mechanical tie-ins.

Other Business

We would like to recognize our Health Information Manager (HIM), Dawn LaPlant, completed course work and a licensure exam to become a Registered Health Information Administrator.

DORFF / HUXFORD moved to receive and place on file the CTC Administrator Report for November 2020. Motion carried without a negative vote.

7. Appointments and Re-appointments to Medical Staff Committee

- a. Appointment of Dr. Neha Thapa, Psychiatrist
- b. Appointment of Karen Sanchez, Advanced Practice Nurse Prescriber (APNP)
- c. Re-appointment of Dr. Josefina Rodriguez, Psychiatrist
- d. Re-appointment of Dr. Marshall Bales, Psychiatrist

DORFF / CONLEY-KUHAGEN moved to suspend the rules and take items 7a through 7d together. Motion carried without a negative vote.

DORFF / CONLEY-KUHAGEN moved to appoint Dr. Thapa and Karen Sanchez and re-appoint Dr. Rodriguez and Dr. Bales to the Medical Staff Committee. Motion carried without a negative vote.

8. Financial Report for Community Treatment Center and Community Services
Finance Manager Eric Johnson highlighted items from his November report.

Community Treatment Center changed favorably with a variance of \$846,000 due to revenues in Nursing Home being better including a \$250,000 Nursing Home supplemental payment. CARES Act federal funding has also been received which will offset pandemic related labor, supplied and equipment costs as well as lost revenues attributable to Covid.

Community Services shows an unfavorable year-to-date budget variance. Purchase Services expenses were higher in September; however, we are still slightly ahead of budget at this point.

Community Services transferred over \$100,000 in labor costs to the Public Health Division for March-June for employee time at Community Isolation and Quarantine Sites (CIQS). Public Health is reimbursed for these costs by a grant from Wisconsin DHS.

DORFF / CONLEY-KUHAGEN moved to suspend the rules and take items 8a and 8b together. Motion carried without a negative vote.

DORFF / HUXFORD moved to receive and place on file the Financial Reports for Community Treatment Center and Community Services for October and November 2020. Motion carried without a negative vote.

9. Statistical Reports a, b, & c

- a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/Bayshore Village
 - i. September 2020*
 - ii. October 2020*
- b. Child Protective Services – Child Abuse/Neglect Report
 - i. September 2020*
 - ii. October 2020
- c. Monthly Contract Update
 - i. October 2020*
 - ii. November 2020*

HUXFORD / CONLEY-KUHAGEN moved to suspend the rules and take items 9a through 9c together. Motion carried without a negative vote.

DORFF / CONLEY-KUHAGEN moved to receive and place on file the Statistical Reports 9a through 9c. Motion carried without a negative vote.

- 10. Request for New Non-Contracted Provider & New Provider Contract**
a. October 2020*
b. November 2020*

DYKES / CONLEY-KUHAGEN moved to suspend the rules and take items 10a and 10b together. Motion carried without a negative vote.

DORFF / HUXFORD moved to receive and place on file 10a and 10b, the Request for New Non-Contracted Provider & New Provider Contract Reports. Motion carried without a negative vote.

- 11. Adjourn Meeting:**
HUXFORD / CONLEY-KUHAGEN moved to adjourn. Motion passed without a negative vote.

Vice Chair Laura McCoy adjourned the meeting at 6:37 pm.

Next Meeting: Thursday, December 10, 2020 at 6:00pm.

Respectfully Submitted,
Catherine Foss
Office Manager